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MEMORANDUM

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 28 September 1960

Present: C/MS - Chairman Dr. Tietjen
C/OD - Voting Member
C/PS - Voting Member
C/CD - Voting Member
Personnel Placement Officer
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary

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1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 3 August 1960 were approved by the Members without comment.

2. Reassignment and Change of Service Designation

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For the information of the Members, the Executive Secretary announced that [REDACTED] GS-9, Medical Technician, has been transferred to the Office of Logistics and his Service Designation has been transferred from SM to SL. The transfer was effected at Mr. [REDACTED] request because the only Medical Staff position open for him in Headquarters was the one located in the Warehouse, which he had held prior to his going overseas, and he felt the position did not offer sufficient challenge for him; also, for personal reasons, he did not wish another overseas assignment at this time.

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3. Assignments

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a. [REDACTED] GS-7, Medical Technician, has been assigned to the position in the Warehouse replacing Mr. [REDACTED] whose resignation is effective 30 September 1960. The Executive Secretary announced this assignment for the information of the Members.

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b. [REDACTED] GS-7, Medical Technician, has been assigned to [REDACTED] as a replacement for [REDACTED] on a temporary basis. Mr. [REDACTED] will be considered for another assignment around the first of the year.

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4. Extension of Overseas Tour

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For the information of the Members, the Executive Secretary stated the request of [REDACTED], GS-9, Medical Technician, for extension of his tour of duty at [REDACTED] from December 1960 to June 1961, has been approved.

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Language Achievement Award

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[REDACTED] GS-11, Medical Service Officer, has received the approval of the Medical Staff for an award of \$200 for competency in the Russian language. In the future, all such awards will be considered by the Board in accordance with the Agency policy that the Career Service Board concerned must indicate the language has a current or potential value to the Agency or to the individual.

Review of Fitness Reports

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a. The Executive Secretary noted the fact that attached to the Witness Report on [REDACTED], GS-9, Medical Technician, there is a request for consideration of his promotion. This promotion recommendation will be forwarded to the Office of Logistics for action since Mr. [REDACTED] is now a member of that Office.

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b. Review of the Fitness Report on [REDACTED] GS-8, Medical Technician, was deferred until later in the Meeting when his promotion is to be considered.

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c. Mention was made of the notation on the Fitness Report of [REDACTED] GS-7, Medical Technician, that she would like a position utilizing, to a fuller extent, her writing ability. Mrs. [REDACTED] Official Personnel File was shopped within the Agency but no positions were offered her; however, she has recently been assigned additional duties which include her writing capabilities. 25X1A9a

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d. A Fitness Report recently received on [REDACTED] GS-7, Medical Technician, contains an unsatisfactory rating. Dr. [REDACTED] particularly noted the fact that Mr. [REDACTED] is unable to grasp the responsibilities of his position and assumes more responsibility than he should in the treatment of patients. Dr. [REDACTED] indicated, however, that, since these deficiencies were called to his attention, Mr. [REDACTED] has made an effort to improve himself. The Acting Chief of Base, [REDACTED] endorsed the Report and stated a special Fitness Report will be submitted covering the period 1 July to 1 October 1960 and this Report will contain a recommendation regarding Mr. [REDACTED] continued assignment to [REDACTED] This special Fitness Report will be brought to the attention of the Board when it is received. 25X1A9a 25X1A9a 25X1A9 25X1A6 25X1A6a

e. Fitness Reports on the following personnel, as well as those noted above, are available for the review of the Members:

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[REDACTED] 4, Medical Officer
[REDACTED] 11, Medical Service Officer
[REDACTED] 9, Medical Technician
[REDACTED] GS-8, Head Nurse
[REDACTED] GS-8, Instructor (Medical Technical Fields)
[REDACTED] GS-8, Head Nurse
[REDACTED] GS-8, Head Nurse

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7. Promotions

a. [REDACTED] GS-8, Medical Technician. The Executive Secretary reminded the Members that the promotion of Mr. [REDACTED] to GS-9 was previously considered in May and deferred on the request of C/CD as he was, at that time, leaving the Clinical Division for temporary assignment to [REDACTED]. C/CD preferred not to promote anyone who was leaving his supervision, but favored deferment in order to determine how he performed in a new position. Mr. [REDACTED] has completed his temporary duty and is now preparing to depart for a PCS assignment at [REDACTED] and he feels the GS-9 grade would add prestige to his position. C/CD stated he would concur in promotion at this time provided Mr. [REDACTED] performance has been satisfactory to the other Members of the Board. The Executive Secretary indicated that Mr. [REDACTED] is preceeded on the Competitive Evaluation Rating by [REDACTED] both of whom have previously been recommended for promotion, and recommended all three men be promoted simultaneously. C/OD supported his previous request for consideration of Mr. [REDACTED] promotion. The Board Members voted unanimously to promote all three employees to GS-9.

b. The Executive Secretary announced, for the information of the Members, the following personnel have been promoted:

[REDACTED] al Technician, from GS-6 to GS-7
[REDACTED] ical Technician, from GS-6 to GS-7
[REDACTED] etary-Stenographer, from GS-6 to GS-7
[REDACTED] Secretary-Stenographer, from GS-4 to GS-5.

8. Review of Training Evaluation Reports

C/OD reviewed briefly the Reports of Clerical Induction training recently completed by the following personnel:

[REDACTED] GS-4, Secretary-Stenographer
[REDACTED] -4, Clerk-Typist

The Report of Miss [REDACTED] was particularly noted because of the excellence of her grades during this training.

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9. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

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[REDACTED] 11, Personnel Officer
[REDACTED] 6-7, Secretary-Stenographer
[REDACTED] Secretary-Stenographer
[REDACTED], GS-5, Clerk
[REDACTED] 5, Clerk-Typist
[REDACTED] Secretary-Stenographer
[REDACTED] 5, Clerk-Typist
[REDACTED], Clerk

10. Review of Field Reassignment Questionnaires

On the request of the Executive Secretary, consideration of the Field Reassignment Questionnaires recently received from the following personnel was deferred until a later date:

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[REDACTED] GS-9, Medical Technician
[REDACTED] GS-7, Medical Technician

11. Miscellaneous

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a. The Executive Secretary stated a commendation has been received from the Chief of Station, [REDACTED] on behalf of Dr. [REDACTED] and his performance while assigned to Project [REDACTED]

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b. The Office of the Comptroller has established language requirements for its Finance Officers to be assigned to various overseas locations. This is the first Agency component to do so.

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c. The Executive Secretary will circulate to the Board Members the information on age and grade distribution of Medical Career Service Personnel which he recently received from the Office of Personnel.

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d. C/MS informed the Members of a ceremony he recently attended, at which time [REDACTED] was presented a Meritorious Service Award by the DCI.

MS/mam

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/OD
- 1 - C/PS
- 1 - C/CD
- 1 - C/SD

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